

#### CITY OF ARCHDALE

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# Archdale City Council Pre-Agenda Session Tuesday, November 21, 2006

**Members Present:** Bert L. Stone, Mayor; Roger Blackwell, Mayor Pro Tem; Council Members: Lewis Dorsett; Tim Williams; Larry Warlick and Eddie Causey.

**Members Late:** Councilman Gray arrived at 6:40 p.m.

**Others Present:** Gary Parker, City Manager; William Miller, City Attorney; Gary Lewallen, Police Chief; Jeff Wells, Planning Director; Lori Nurse, Finance Director; April Campbell, Finance Officer and Patsy Dougherty, City Clerk.

**Media Present:** Walter Taylor, Archdale/Trinity News.

Mayor Stone called the pre-agenda session to order. Mayor Stone asked if there were corrections and/or additions to the agenda.

Manager Parker shared with Council a copy of the proposed sewer outfall agreement between the City of Archdale and the NCDOT. Manager Parker advised Council that after approval from Attorney Miller, he will sign this and get it back to Raleigh. Manager Parker added the start date will be after the first of the year and is proposed to be completed by August 2007.

Manager Parker advised Council that the date for the Retreat was set for March 1-3, 2007. Manager Parker asked Council to get items for discussion to staff that Council would like to have on the agenda. Manager Parker stated staff will try and get a Retreat agenda to Council for review at the December meeting. Manager Parker advised Council that Ms. Booker will not be attending this retreat, she would not be available on Friday night or Saturday.

Manager Parker advised Council that the Archdale/Trinity Chamber of Commerce plans on doing a more sophisticated type City map this year. Manager Parker advised Council that the cost for the new maps will range from, \$1000-\$4000 and explained what the maps will look like. Manager Parker noted that if Council is interested in this it needs to be ordered by January 1, 2007.

Councilman Dorsett advised Manager Parker that Larry Peace, 221 Kinview Drive has a leak in the road in front of his house (his house is at the end of the street).

Councilman Dorsett advised Chief Lewallen that he had received a call from Mr. Peterson in regards to four wheelers and mini bikes on Barrett and Beard Avenue that is creating a lot of noise at night.

Chief Lewallen acknowledged he has received calls and has sent officers out there, however there is nothing happening when there is a Police Officer in the area.

Councilman Dorsett advised Manager Parker that both of the lights at the City limits signs were out.

Councilman Warlick asked if there was some way they could fill in a sink hole at the corner of Barrett and Beard Avenue.

Manager Parker stated they could have Deep River Engineering look at this problem, or they can wait until the first year of the year when the new storm water person is hired, as this will be part of his duties.

Mayor Stone asked if there was further discussion. Hearing none, Mayor Stone adjourned the preagenda session for Tuesday, November 21, 2006.

# Archdale City Council Regular Meeting Tuesday, November 21, 2006

**Members Present:** Bert L. Stone, Mayor; Roger Blackwell, Mayor Pro Tem; Council Members, Lewis Dorsett, Tim Williams, Larry Warlick, Eddie Causey and Robert Gray III.

**Others Present:** Gary Parker, City Manager; William Miller, City Attorney; Gary Lewallen, Police Chief; Jeff Wells, Planning Director; Lori Nurse, Finance Director; April Campbell, Finance Officer and Patsy Dougherty, City Clerk.

**Media Present:** Walter Taylor, Archdale/Trinity News.

**Item 1.** Call to Order, Welcome, and register of Attendance.

Mayor Stone called the meeting to order, welcomed everyone, and asked Chief Lewallen to register the attendance.

Item 2. Invocation.

Mayor Stone gave the Invocation.

**Item 3.** Pledge of Allegiance.

Mayor Pro Tem Blackwell led in the Pledge of Allegiance to the Flag.

**Item 4.** Council Action to Accept or Amend the Agenda.

Mayor Pro Tem Blackwell made a motion to approve the Agenda. Councilman Dorsett seconded the motion. The vote was unanimous to approve the Agenda.

Item 5. Consent Agenda.

- Approval of the Minutes from October 24, 2006.
- Amendment to FY07 Budget to Include Appropriations for Unfinished Projects from the FY06 Budget.

Councilman Dorsett made a motion to approve the Consent Agenda. Mayor Pro Tem Blackwell seconded the motion. The vote was unanimous to approve the Consent Agenda.

**Item 6.** Notices, Petitions, and Persons to be Heard.

Mayor Stone stated if there were those who wished to address Council they could do so at this time. Mayor Stone asked that those who wished to speak; go to the podium, state their name and address for the record and to limit their comments to five minutes.

Mayor Stone asked that anyone who wishes to address Council to do so in their entirety, and do so in a courteous manner.

Hearing no one, Mayor Stone moved to the next item.

**Item 7.** Blue Bird House Donations-Ms. Johnson w/Trinity High School.

Ms. Johnson had two of her students present to give a report regarding blue birds and blue bird house construction.

 Casey Asbury, 3335 Old Glenola Road, reported that the Trinity High School Agriscience students are studying hand tools and drafting techniques as a part of their construction objective and as a hands-on project for the curriculum, they are constructing bluebird houses. We would like to donate several of these to the City to be mounted at Creekside Park in the late winter.
 We feel that this will be a benefit to the community and will give us an opportunity to share our talents with others.

Ms. Asbury thanked Council for the opportunity to present this to the City and looks forward to completing this project.

- Matthew Campbell, Trinity High School student gave an informational report on bluebirds and showed Council what a Blue Bird house looked like when completed. His information included the following;
  - A. Basic facts about the blue bird species.
  - B. Habitat requirements.
  - C. Food sources.
  - D. Housing needs.
  - E. Placement of birdhouses.

Ms. Johnson stated this is the part of the Agricultural Engineering part of Agriscience that introduces the students to various areas in agricultural. Ms. Johnson advised Council that her class would like to donate twelve of the blue bird houses to the City. Ms. Johnson suggested placing these at Creekside Park and a couple at the end of Balfour Drive. Ms. Johnson noted there will be about twelve birdhouses placed at different places in Archdale if Council approves the donations.

Manager Parker stated if Council approves these donations he would get with Ms. Albertson at the Park for suitable locations for the birdhouses to the mounted.

Councilman Warlick asked Ms. Johnson if this would be an ongoing project to where the students will have the responsibility of cleaning the nesting boxes each year, including putting new material in, or did she want the City to accept that responsibility.

Ms. Johnson stated as long as she was teaching, her students would have that responsibility.

Councilman Warlick suggested they put predator shields, because black snakes are terrible predators for blue birds so you want to put these shields on the trees. Councilman Warlick noted that he was a wildlife biologist and would be happy to help with the selection of sites.

Mayor Stone suggested to Ms. Johnson to provide a mapping system for anyone who would like to monitor them. Mayor Stone thinks this is a wonderful project and thanked Ms. Johnson and her students for the donations.

**Item 8.** *Public Hearing*: Text Amendments to Article X of the Zoning Ordinance (Buffering, Screening, & Landscaping).

Mayor Stone asked Mr. Wells to brief Council.

Mr. Wells stated after evaluating our current requirements, staff has drafted a complete overhaul to our buffering, screening, and landscaping standards. Staff feels the ordinance will better protect and preserve the appearance, character, and value of property and surrounding neighborhoods. Our current ordinance has buffer areas that range from 12 feet to 20 feet depending on the size of the property. There has been concern that 12- 20 feet has not been a sufficient buffer in the past for industrial uses adjoining residential areas. The new ordinance calls for a 20 foot buffer for multifamily adjoining single-family, a 25 foot buffer for commercial/office uses adjoining any residential use or zoned property, and a 50 foot buffer for industrial uses adjoining any residential use or zoned property. These buffers must be maintained no matter the size of the subject property.

Mr. Wells advised Council staff is also recommending that screening will be done with canopy and understory trees as opposed to two rows of Evergreen trees. Canopy trees can grow up to 40 feet and generally have 30 feet crowns, while understory trees grow to between 15 to 35 feet tall. In the past, Leland Cypress trees have been almost the exclusive choice of developers for screening. Section 10.13 provides an extensive list of recommended species for screening and landscaping. It also provides a list of trees that are not recommended for this area. Mr. Wells added that landscaping will be required of all uses that have road frontage with10 or more parking spaces. Dumpsters and HVAC will also require screening for all new development projects. Previously these regulations were only found in the Roadway Overlay District but staff feels they are justified for all areas of the city. Mr. Wells advised Council that the Planning Board approved the proposed text amendments.

Mayor Stone thanked Mr. Wells for staff's report. Mayor Stone opened the *Public Hearing* for those who wished to speak in "*support*" of the Text Amendments. Hearing none, Mayor Stone asked if there were those who wished to speak in "opposition" of the Text Amendments.

Ronald Hines, 517 Julian Avenue, handed out to Council a report for comparison of the existing ordinance, Article X, and the proposed amendment. Mr. Hines also presented a slide show for Council on flooding issues. Mr. Hines feels that currently Section 10.1 demonstrates protection for flooding; whereas the proposed amendment does not, and is weaker in terms of protection.

Mr. Hines suggested Council continue the Public Hearing to allow time to research the advisability of weakening Section 10.1 and investigate the possibility of broadening Article X, Buffering Requirements to include safeguards from increased flooding, or reject the proposed amendment.

Mayor Stone asked if there were others who wished to speak in "opposition" of the text amendments. Hearing none, Mayor Stone closed the *Public Hearing*, and opened the request for the proposed text amendments to Council for questions, comments or possible action.

### **Concerns and Comments**

- Buffering effects to setback requirements.
- Buffering does not effect setbacks, they are totally separate.

- Industrial uses adjoining residential areas.
- Section 10.6 provides buffering alternatives.
- Two basic Industrial Zonings, M-1 and M-2.
- May need to adjust buffering requirements separately.
- Effects of buffering in regards to flooding issues in some areas.
- Our Watershed, Stormwater Flooding Damaging Prevention has requirements that deal with flooding.

Some Council members felt we are already challenged on industrial sites in this area, and were concerned this may make it more of a challenge.

Manager Parker asked if Council would like for staff to explore this further and bring it back at the next meeting with a couple of alternatives addressing both M-1, M-2 along with some information about how other Cities are dealing with these types of issues.

Councilman Williams made a motion to table this item and have staff do further research. Mayor Pro Tem Blackwell seconded the motion. The vote was unanimous to table this item until the next meeting so that further research can be done on the text amendments.

**Item 9.** Request for a High Density Development permit for property located at 9936 US Highway 311, Being Randolph County Parcel # 7728207508.

Mayor Stone asked Mr. Wells to brief Council.

Mr. Wells advised Council the property owner is seeking a HDDP permit for the potential development of a Doctors Office. The project will control the first one inch of Stormwater runoff as required by High Density Development.

Mr. Wells added the estimated built upon area to be on the property is 46.2%. The estimated project timetable is 5-7 months from the date of final approval. The anticipated addition to the property tax base will be \$800,000. The anticipated number of jobs created or retained is 5-8.

Mayor Stone thanked Mr. Wells for staffs' report. Mayor Stone turned the item to Council for questions, comments, or possible action.

Councilman Dorsett made a motion to approve the request for an HDDP permit. Mayor Pro Tem Blackwell seconded the motion. The vote was unanimous to approve the HDDP permit.

Item 10. Appeal of TRC Decision for Dr. Pincus Office Building Located at 9936 US Highway 311.

Mayor Stone asked Mr. Wells to brief Council.

Mr. Wells stated the TRC reviewed the plans for Dr. Pincus's office building on Thursday, October 26, 2006; the plan was submitted and approved with a driveway cut onto Mose drive. Since that time, the TRC was apprised that they were interested in changing their driveway from Mose Drive to Park Drive. The applicant has provided a letter that list the reasons for requesting the change for their driveway. Mr. Wells stated planning staff is comfortable with the changes for the driveway cut and

does not anticipate any traffic issues. Mr. Wells informed Council that Parks and Recreation staff is also comfortable with the change as long as the driveway is as far back on the property as possible.

Mayor Stone thanked Mr. Wells for staffs' report. Mayor Stone turned the request to Council for questions, comments, or possible action.

Mr. Wells advised Mayor Stone the surveyor and builder along with Dr. Pincus are present, should Council have questions for them.

### **Concerns and Comments**

- The Master Plan for the Park shows widening and improving the entrance to Creekside Park, and there was concern on how this could affect those plans.

  Plans for the entrance are primarily landscaping and planting of trees.
- Concern that because Mose Drive is so close to Park Drive it could create traffic problems. Council has worked on trying to keep as fewer cuts as possible onto Main Street, and by not allowing the driveway from Dr. Pincus's Office onto Park Drive would be encouraging more cuts on Main Street.

Mose Drive is a separate street already, and some Council members do not see any advantage to allowing a driveway exit or entry onto Park Drive.

We need to be able to exercise control and authority at the Park and inviting commercial traffic would not be advantageous for the Park.

Attorney Miller advised Council that the appeal is to have the access coming from Park Drive, which will require additional action by Council and will require appropriate documentation to allow the access across the Park/City property.

Lesley England stated there is an existing driveway there, and they were only asking permission to use the existing driveway.

Manager Parker noted the driveway is what is known as an informal driveway.

Councilman Causey made a motion for the approval of the TRC appeal to allow a driveway cut onto Park Drive instead of Mose Drive. Councilman Williams seconded the motion. The vote was as follows;

Aye Nay

Councilman Williams
Councilman Dorsett
Mayor Pro Tem Blackwell
Councilman Warlick
Councilman Gray

Motion carried 4-2 to deny the appeal.

**Item 11.** Consideration of Accepting Streets and Utilities in Quaker Lake Village.

Mayor Stone asked Manager Parker to brief Council.

Manager Parker advised Council that Atlantic Coast did the borings of the pavement on the streets in Quaker Lake Village in four places. The base and pavement thicknesses meet or exceed DOT requirements and meet almost all City requirements. Manager Parker noted the sewer lines are either in the City's recorded easement for its outfall line behind the townhomes or the streets rights-of-way; the water, while mostly in the street rights of way, is sometimes found on private property and so, we'd want a blanket easement from the Homeowners' Association that allows the City crews to go on the property for repairs on the laterals up to the meters. Manager Parker noted the water and sewer lines also meet the City's standards.

Manager Parker advised Council that Attorney Miller has drafted a blanket easement form to be signed by the residents.

Mayor Pro Tem Blackwell made a motion to accept the streets in Quaker Lake Village and the water/sewer lines with a blanket easement from the Homeowners Association to allow for repairs on private property. Councilman Dorsett seconded the motion. The vote was unanimous to accept the streets and utilities in Quaker Lake Village that will include a blanket easement to the City to allow for repairs on private property.

**Item 12.** Expansion of City Facilities.

Mayor Stone asked Manager Parker to address Council.

Manager Parker advised Council that he, Ms. Nurse, Chief Lewallen, and Mr. Wells have been discussing the Police Department expansion needs and the expansion needs of the City Hall building. As Chief Lewallen has been reviewing his department's needs further, he wanted to alter the Police Department expansion for the four offices that were planned, to a training room instead. Chief Lewallen reported that the current Police Department training room is inadequate. Manager Parker stated staff realized that doing this Police Department addition at this time might not be the wise approach to handling the space needs.

Manager Parker noted, the City Hall space needs are already critical. The new code enforcement officer is currently at the reception desk, and the soon-to-be-hired Construction Inspector will take over space in the Planning Department map room. Manager Parker commented that Council Chambers isn't large enough now to accommodate the few large turn-outs on major issues, and as we grow this will only become worse, also the space for Council members at the dais itself is cramped.

Manager Parker reminded Council of the long-range staffing plan for two additional positions at the Police Department next year and one in the Planning Department at City Hall, probably in the 2008/2009 fiscal year. At some near-future point we're going to need to add a person, perhaps two, on the storm water program, and we anticipate needing to hire an IT person in the future to handle computer related matters. Manager Parker added there is already a need for a receptionist and a reception area at City Hall. Manager Parker noted, it makes more sense this year instead of doing the Police Department expansion to begin planning and funding a larger expansion of joining the Police Department with City Hall, or if appropriate, keeping the buildings separate and expanding each individually. We definitely need a designated expansion that is based on a space needs analysis that accounts for both current and future staffing and space needs.

Manager Parker believes that by the time we've done several piecemeal expansions of both buildings over the next few years we might have spent more than \$1 million. Manager Parker stated Gary Robbins, who we hired to do the design of the Police Department expansion, told us that he agrees that this more comprehensive approach makes more sense for the long term, and after hearing what our current overall staffing needs are and what our projected near-term and long-term space needs are, the small addition on the Police Department building would just be a "band-aid" fix.

Manager Parker advised Council he is proposing that we hire an Architect who would analyze our space needs and how to best arrange them given the public's need to easily access our services.

Manager Parker stated the Architect could design the best way to cost-efficiently expand the buildings. If Council agrees that this makes sense, staff will put together a Request for Qualifications to present to Council at the December meeting. Then, sometime after the first of the year we will send out and solicit Statements of Qualifications from Architectural Firms, then during the budget process, Council may want to consider including the cost of the proposed expansion plan in the new fiscal year budget.

Manager Parker reminded Council that at the Retreat last year staff did a staffing analysis projection for a five-year period by department, and we know we will have to add more staff to keep up with the growth.

Councilman Gray asked if there would be a cost for the Request for Qualifications or the Statements of Qualifications from Architectural Firms.

Manager Parker stated there would probably not be a cost, this would only tell us what each firm would be able to do for us and what their qualifications are, then we review those and decide which one of the firms we would like to do this project. Manager Parker added that firm would receive our go ahead and put together a needs analysis that would give us an idea of what the costs would be based on the space needs analyst for the expansion.

Councilman Warlick asked if we already have the design for the proposed expansion at the Police Department, and if so, is there some way to tie that in so that no money is wasted.

Manager Parker stated they had commissioned Mr. Robbins, an Architect to do the original plans for the Police Department, and we will have to pay Mr. Robbins. Manager Parker advised Council that Mr. Robbins agrees that this approach makes more sense now that he has heard of the facility needs for the Police Department and City Hall.

Councilman Causey stated instead of continuing to do "band-aid" fixes (which he feels that is what the addition to the Police Department would be) it makes more sense to do that study and understand what our needs are and be prepared for it, up front.

Councilman Dorsett commented that this is something that really needs to be a Retreat item, we need to look at the numbers before we commit to anything.

Councilman Warlick reiterated this is to be a no cost thing, we are only looking for qualified people that might be interested in doing this type of a project.

Councilman Causey made a motion to proceed with Statements of Qualifications. Councilman Warlick seconded the motion. The vote was unanimous to proceed for the request of Statements of Qualifications for expansion of City facilities.

**Item 13.** Consideration of Selecting a Consultant for Certain Stormwater Management Program Services.

Mayor Stone asked Manager Parker to brief Council.

Manager Parker reminded Council that at the last meeting it was decided to send out Request for Qualifications to several consulting firms asking for Statements of Qualifications. Manager Parker acknowledged receiving a total of eight proposals. Manager Parker reported some of the proposals were received today and asked that Council allow staff time to review and analyze these, and if agreeable with City Council and the Utility Committee have the Utility Committee set up a meeting before the December Council meeting with staff and go over the proposals. Manager Parker stated after this review the Utility Committee can make a recommendation at the December Council meeting as to the consulting firm they would like to proceed with. Manager Parker noted that after that the consulting firm would come in and talk with the Utility Committee about the project and negotiate costs.

Councilman Dorsett asked that staff contact him after they had reviewed the proposals.

Councilman Dorsett commented to the audience that the Storm Water Management Program was going to cost the taxpayers, and noted this is a State mandated project, and is not from City Council.

Item 14. Discussion and Consideration of Capital Improvements Plan.

Mayor Stone asked Manager Parker to brief Council.

Manager Parker stated in January, Ms. Albertson will be submitting a PARTF grant application for Park projects that will be due in January 2007. Manager Parker advised Council that we need to show as part of our application packet a resolution adopting the plan, the introductory narrative, the Parks and Recreation section of the plan and minutes from the meeting in which the plan was adopted. Manager Parker stated staff has met with all of our department heads as well as the Finance Committee and updated our five year plan. Manager Parker asked that Council adopt the plan as updated in order to meet the timeline for the PARTF grant application.

Ms. Campbell explained to Council the requirements for this PARTF grant application and gave an update on the qualifications.

Councilman Causey, Chairman of the Finance Committee, advised Council that this is a working document. Councilman Causey, advised Council that nothing in this is approved for financing, these are more like things for a wish list.

Councilman Causey made a motion to approve the updated Capital Improvement Plan. Councilman Williams seconded the motion. The vote was unanimous to approve the updated Capital Improvement Plan.

**Item 15.** Consideration for a Resolution to Provide that the City of Archdale Elections Shall be Held in the Even Numbered Years.

Mayor Stone asked if there were comments from Council on this item.

Councilman Warlick stated he has had some comments that came to him about this and he is wondering if they needed to ask Patsy Foscue from the Board of Elections Office in Asheboro to address this Council on the pros and cons of doing something like this. Councilman Warlick commented there may be some benefits, and in the long run there may not be any kind of benefits, he just feels they need to consider asking the people from the elections office first.

## **Concerns and Comments**

• Cost and voter turnout.

When there is no State or Federal election voter turnout is horrible, and some of Council felt the City should not have to pay for those elections.

- Need to talk to Ms. Foscue at the Randolph County Board of elections on the cost savings.
   Mayor Pro Tem Blackwell had spoken with Ms. Foscue who acknowledged there would be a cost savings, but could not give a dollar amount.
- Poll workers.

May only pose a hardship during Presidential elections.

Manager Parker commented he hasn't talked to Ms. Foscue or looked at this, but if you are doing elections in odd years you have to pay for them, and if you change to the even years you will be paying the same amount, possibly a little less. In the even years you are going to get more people out at the poles and from that stand point it doesn't look like you could lose, you are going to get more people out voting at no more costs to the City.

Mayor Pro Tem Blackwell stated Senator Tillman would like to have this before January so he can prepare before he goes into session in January, Senator Tillman was hoping action would be taken tonight if he is to present it in January.

Councilman Causey made a motion to pass the Resolution to provide that the City of Archdale elections be held in even number years. Mayor Pro-Tem Blackwell seconded the motion. The vote was 5-1, with Councilman Warlick voting in the negative. Motion carried to pass the Resolution to provide that the City of Archdale elections be held in even number years.

Item 16. Additional Items.

Mayor Stone asked Council if there were other items for discussion.

Mayor Pro Tem Blackwell commented that also along with the election cycle, at the Retreat this year there was discussion on re-drawing the Ward lines or adding a new Ward. Mayor Pro Tem Blackwell stated that by population and by Charter these lines are to be kept fairly equal. Mayor Pro Tem Blackwell had asked Mr. Wells to do some research regarding this matter.

Mr. Wells stated the preliminary numbers show the following;

Ward I – 2670 Ward II – 2660 Ward III – 4260

Mr. Wells stated these numbers were based on the census tracts that are within our City limits. We took the average number of people per household for that census tract in each Ward and that was how we arrived at these totals. Mr. Wells commented these numbers do not include the recently approved subdivisions.

Councilman Dorsett asked Attorney Miller after review, does this go to the Board of Elections, or can Council approve it.

Attorney Miller stated, a change to the Charter would have to have Council approval, then we would have to see if we need to get a pre-clearance letter from the Department of Justice if there's to be a change made. Attorney Miller predicted that since the voting is at large he did not think that that would be an issue.

Mr. Wells advised Council that he would have staff work on this and have the information by the time Council goes to the Retreat. Mr. Wells added staff will also work on some maps using several different scenarios for Council to review.

Councilman Dorsett advised Council that he had attended the Board meeting for the PTRWA, and that a motion was brought forward by Greensboro to continue with the original plan to build a Regional Water Treatment Plant, and the motion was approved unanimously by the Authority. The benefits for Archdale are undeniable it will be a huge benefit for us, the water source, Randleman Dam will go until about the year 2060 which is another generation and we have no choice but to be part of a plan, we can not build our own plant. Archdale will still have to buy water from somebody so we need to be part of a plan and the more people you have the cheaper it is but it is still not cheap, a water plant of this size is 50-60 million dollars. John Kime, the Director is working on some numbers that he hopes to have to Council by the next meeting.

Mayor Stone thanked Councilman Dorsett for the PTWA report.

Councilman Dorsett asked Mr. Wells if there was an application form for people wanting to serve on the Planning Board and for representing the ETJ area.

Mr. Wells stated yes, there is, and there is currently a vacant seat for the ETJ area. We have had some interested people to apply for the Planning Board, but not the ETJ.

Mr. Wells asked Council for clarification on the buffering requirements.

Councilman Causey suggested a two tier approach for M-1 and M-2.

#### **Item 17.** Adjournment.

With no further business Mayor Stone adjourned the Tuesday, November 21, 2006 City Council Meeting.